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Class Specifications  
for the Class:

AUTOMOTIVE FLEET SERVICES SUPERVISOR

**Distinguishing Characteristics**

An Automotive Fleet Services Supervisor plans, organizes, and supervises the daily operations of a self sustaining automotive fleet management program for a State agency. The operations include gas pump, vehicle servicing, and repair and maintenance operations; vehicle rental and leasing operations; and office operations. The program has a relatively large fleet of vehicles located on all major islands involving a variety of vehicle types such as sedans, vans, trucks, buses, tractors, and golf carts. Supervision of the vehicle servicing, and repair and maintenance operations is accomplished through a subordinate supervisor.

A position in this class is also responsible for making recommendations for new and revised policies, automotive fleet expansion, charges to agencies and/or program units, etc., generally after conducting costs feasibility and other necessary studies; ensuring that policies and procedures are implemented and adhered to, necessary repair and maintenance activities are carried out, and vehicles and equipment are assigned on the basis of usage and need (a particular type of vehicle or equipment for a specific trip or purpose); arranging for, and handling all aspects relating to insurance for agency vehicles; and planning for the replacement or acquisition of vehicles and/or equipment at an optimum point, and at the least cost.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Plans, organizes and directs the daily operation of an automotive fleet management program.
2. Supervises the billing activities for automotive servicing, maintenance and repair, and fleet rental and leasing services provided to agency programs.
3. Establishes and/or revises operating policies and procedures.
4. Conducts studies to determine whether or not program units should be assigned vehicles on a monthly basis.

5. Develops efficient and economical ways and means of assigning vehicles and billing for use.
6. Conducts various cost and feasibility studies to evaluate the rate and service fee structure, and ensures adequate coverage of current and projected expenditures and competitiveness with outside vendors.
7. Plans for the replacement or acquisition of vehicles and/or equipment at an optimum point and at the least cost.
8. Prepares specifications and bids for purchase of vehicles.
9. Participates in planning for expansions or changes in operations.
10. Works with other operating agencies, departmental units and the general public in planning for expansions, purchasing, preparing specifications, setting fees, answering inquiries, etc.
11. Disposes of vehicles and/or equipment, as required.
12. Handles all matters relating to vehicle insurance.
13. Assists with the preparation of annual budget documents.
14. Maintains or supervises the maintenance of various records and files such as vehicle inventory, assignment of vehicles, repairs and maintenance operations and utilization statistics.
15. Prepares correspondence and reports.
16. Plans, assigns and schedules the work of subordinates; reviews and evaluates their work; approves/disapproves leave requests and personnel actions; provides counseling and discipline as necessary.
17. Provides orientation training to new employees and recommends staff development.

**Knowledge and Abilities Required**

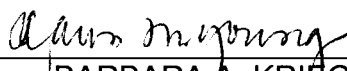
Knowledge of: Practices of automotive fleet management; procedures and common practices of automotive maintenance; principles and practices of supervision; principles and practices of office operations and management; report writing.

Ability to: Plan, organize and manage the operations, including maintenance and repair, of an automotive fleet, and related activities; establish and maintain effective working relationships with State agencies, program units, and the general public; plan, supervise and evaluate the work of subordinates; conduct feasibility, safety and operating cost studies; gather and analyze facts and make sound decisions and/or recommendations; prepare reports and budget documents; interpret, apply and recommend revisions to policies and procedures.

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This is to reinstate, amend, and change the title to the class specifications for Automotive Fleet Services Supervisor (formally Automotive Services Superintendent V), which were approved on April 3, 1969.

DATE APPROVED: 10/30/12

  
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for BARBARA A. KRIEG  
Director of Human Resources Development